



Job title: Activities Coordinator
Department: Human Resources

FLSA Status: Exempt
Reports to: Director of Human Resources

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Facilitate healthy community living by helping each Summer Staff employee leave Sandy Cove more like the image of Jesus Christ by building relationships, providing leadership, accountability and creating fun by coordinating activities and events for Sandy Cove Ministries' approximately 100 Summer Staff employees.

General Purpose: To plan, participate in and oversee Sandy Cove Ministries' 100+ Summer Staff employees' spiritual development, fun and leisure activities, events and trips so that they may grow in their relationship with God while living in community with Summer Staff and have fun together!

Role Qualifications:

- Personal relationship with Jesus Christ
- Must be committed to the mission of Sandy Cove Ministries
- Mature Christian with youth ministry experience
- Experience in planning, coordinating and managing events and activities including travel, social, athletic and fellowship events

Position Responsibilities:

- Personal daily devotion/quiet time
- Must live on-site between the months of early to mid-June until late August to manage and oversee staff activities
- Greet Staff upon their arrival at Sandy Cove, help them get settled into their staff quarters, give them a tour of Sandy Cove and answer any questions they might have
- Coordinate activities for the Summer Staff by scheduling them at various times they are off of work
- Communicate with Summer Staff daily and weekly and provide an overall summer schedule of activities via social media and flyers and communicate with other departments to coordinate set up and tear down
- Communicate the culture of Sandy Cove and the summer program schedule to Summer Staff.
- Assist Summer Staff Leadership in putting on weekly meeting, "The Link"
- Attend 2-3 regular Summer Staff Leadership prayer and planning meetings per week

- Ensure that Summer Staff are held accountable to all Sandy Cove rules and policies (ex: curfew, cabin inspections to encourage cleanliness, code of conduct). Implement standards set forth in the Summer Staff Handbook.
- Help foster a sense of community among all Summer Staff across department “lines” by assisting with fun social activities and effectively communicating events throughout the summer
- Open and close Staff Lounge at the set times and help to monitor the dorms when a Dorm Parent is off or not on grounds; assist Dorm Parents and/or Supervisors when trying to locate staff members, as needed
- Be available or readily contacted by Staff in the event of crisis
- Plan and run weekly day trips to the beach and area attractions, trying to accommodate the different Staff days off
- Assist with facilitation of the all-Summer Staff orientation
- Help Staff “check-in” on arrival dates and “check-out” on scheduled departure dates.
- Use Sandy Cove vehicles to provide transportation for Staff to and from airport/bus/train station as needed
- In the event that a Summer Staff employee needs to see a doctor/hospital, drive to the appointment and organize paperwork
- Help with details of executing the End of Summer Staff Banquet (menu, set up, clean up, decorations, fun)
- Help in coordinating Summer Staff, assisting other departments when necessary.
- Assist in Summer Staff end of summer housing moves
- Continue correspondence and relationships with Summer Staff after the summer season has ended
- Perform any other reasonable request as assigned
- Assist with curfew check-ins

Essential skills and experience:

- Excellent social, communication, and relational skills
- Ability to work with minimal supervision and take initiative
- Proven ability to work with people from diverse backgrounds
- Ability to lead others and encourage all to be involved in social activities
- Creative
- Ability to work well in a team environment
- Prior youth work experience

Non-Essential Skills & Experience:

- Desire to grow personally, professionally and spiritually
- Experience working in Not-for-Profit camps or conference centers
- Ability to help with worship (preferred, but not necessary)

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is required to stand, walk, sit, run, use hands, climb stairs, ropes, ladders, talk or hear and may need to lift up to 80 pounds. Specific visual abilities required by the job include vision.

■ *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually minimal.

I have read and understand this explanation and job description.

Employee's Signature: _____ Date: _____

Created: 1/28/16

Revised: